

RECORDS SERVICES DIVISION

RECORDS MANAGEMENT PROJECT ASSIGNMENT MEMORANDUM

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4 December 1953

SUBJECT: Records Management Survey and Establishment of Records Management Program in the Office of General Counsel.

I. Origin and Purpose:

The Office of General Counsel is anxious to institute an active records management program. As a result of arrangements made by Mr. Lawrence Houston, General Counsel, and the Chief, Records Services Division, records analysts from the Records Services Division will make a records management survey and establish an active records management program.

II. Method of Conducting Survey:

This project will be undertaken by the General Services Office which will also be responsible for maintaining the continuing program. [redacted] will serve as our liaison with the Office of General Counsel. [redacted] records analyst, will conduct the overall survey which will be started on 14 December 1953.

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The survey will consist of the following:

1. Disposition

- a. Take records inventory and make appraisals in terms of the administrative, fiscal, legal, historical or other values of each series or group of records listed.
- b. Prepare records control schedule - obtain necessary clearances and concurrences on disposition standards from operating officials.
- c. Obtain and/or adapt disposal authorizations.
- d. Activate records control schedule.
- e. Take files equipment inventory; study and plan for most efficient utilization of equipment - make recommendations.
- f. Follow-up to assure understanding of the schedule and that specified action is being taken.

2. Systems

- a. Study receipt and distribution of incoming communications - dispatch of communications; determine if improvement is necessary - plan and help to install improved system.
- b. Study reference requirements of operating officials - plan the establishment of official file station(s) in accordance with these requirements.
- c. Determine the files that are appropriate for subject matter classifications - study these files for the purpose of establishing a tentative subject list - refine this subject list (as well as possible) - get official approval.
- d. Study all specialized files to determine the appropriateness of maintenance in terms of reference needs and application of cut-off procedures.
- e. Train file personnel.
- f. In terms of plans made for communications, file stations and subject filing, install most acceptable, approved systems
- g. Follow-up to determine the need for and to make necessary modifications, and to assure that training was adequate.

3. Forms Management Survey

4. Reports and Correspondence Management Survey

If assistance is necessary in carrying out the survey in certain specialized areas, it will be provided as follows:

- a. Records systems
- b. Forms management
- c. Reports and correspondence management



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III. Other Factors:

Analysts will maintain a record of the time expended on the project and at the end of each reporting week will make a progress report through their respective Branch Chiefs. In addition, [redacted] will maintain a cumulative total of the time expended on each program phase for all analysts participating.

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The Chief, Records Services Division, will consult with the Chief, General Services Office, and the Office of General Counsel, periodically and report on the progress of the project.

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Approved:

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RECORDS SERVICES DIVISION

RECORDS MANAGEMENT PROJECT ASSIGNMENT MEMORANDUM

13 November 1953

SUBJECT: Records Management Survey and Establishment of Records Management Program in the (Foreign Broadcast Information Division.)

I. Origin and Purpose:

The Foreign Broadcast Information Division is anxious to institute an active records management program. (They have been unable to install this program because the person originally assigned to it has been given other duties.) As a result of arrangements made by (the Chief, FBID,) and the Chief, General Services Office, records analysts from the Records Services Division will make a records management survey and assist in establishing an active records management program.

II. Method of Conducting Survey:

This project will be a joint undertaking conducted by representatives of (the Foreign Broadcast Information Division) and the Records Services Division.

[redacted] records analyst of the Records Services Division, will proceed immediately to conduct the survey in the Headquarters offices. The survey will consist of the following:

- a. Records and files inventory
- b. Filing equipment inventory
- c. Preparation of records control schedule
- d. Preparation of records disposition schedule.
- e. Installation of the system of subject classifying and filing of correspondence records in accordance with proposed Handbook: [redacted]
- f. Install mail control system, if necessary
- g. Forms management program
- h. Reports management program
- i. Correspondence management program

(The Chief, FBID, will designate personnel from his office to assist with the project.

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Because of the extent of the project, it will be necessary to render assistance in carrying out the survey in certain specialized areas. Consequently, additional analysts from the Records Services Division will assist as follows:

- a. Records disposition
- b. Forms management
- c. Reports and correspondence management



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III. Estimated Completion:

It is estimated that the various phases of this project will be completed as follows:

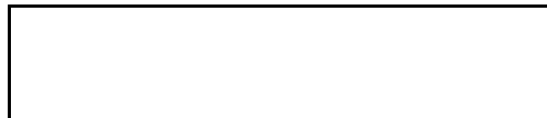
- a. Records inventory 15 December
- b. Filing equipment inventory 16 December
- c. Records control schedule 16 January
- d. Records disposition schedule 1 February
- e. Subject classification and filing of correspondence records 1 January
- f. Mail control 1 January
- g. Forms management 1 March
- h. Reports management 1 April
- i. Correspondence management 15 April
- j. Final report on survey and installation of records management program 15 May

IV. Other Factors:

At the conclusion of the survey at the Headquarters offices of the Foreign Broadcast Information Division, a determination will be made as to whether it should be extended to field areas.

Analysts will maintain a record of the time expended on the project and at the end of each reporting week will make a progress report through their respective Branch Chiefs.

The Chief, Records Services Division, will consult with the Chief, General Services Office, and the Chief, Foreign Broadcast Information Division, periodically and report on the progress of the project.



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Chief, Records Services
Division

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